



St. Joseph Montessori School

Contact: Elma G. Pundavela, *Head of School*

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Position Available

Summer Learning Camp Coordinator

St. Joseph Montessori School seeks an organized, enthusiastic and hard-working person to take our summer camp to the next level. Summer Learning Camp is an 8-week summer program with different learning themes each week. Camp hours are 7:30am-6:00pm. The SLC Coordinator is expected to be on-site the majority of each day and complete significant pre-planning in the winter and weeks leading up to the start of camp.

Qualifications: Experience developing and/or managing programs for children ages 3-14 years old. Our ideal candidate will be able to communicate effectively in writing and orally, be a proven leader who is able to work with diverse groups of people. Must complete a background check and Catholic Diocese sponsored child safety program. Duties include, but not limited to:

- Supervision of children
- Short and long-range planning
- Compliance with state-mandated school-age child care rules
- Hiring, training and supervising staff and counselors
- Coordinating/implementing program activities
- Managing camp budget
- Maintenance of records
- Care of environments and materials
- Supervising camper registration
- Communicating with parents
- Reporting to the Head of School

Compensation & Benefits:

St. Joseph Montessori School offers a competitive and comprehensive compensation package. Salary is based on educational background and work experience. Generous discount for the children of SJMS staff.

Brief Description of School and Community:

St. Joseph Montessori School (SJMS) is a Catholic Montessori school that serves the Columbus metropolitan area. SJMS provides Montessori instruction to approximately three hundred students from pre-school to eight grades. The educational opportunities provided for families enable parents to reinforce and enrich the child's highest learning potentials. SJMS is open to children of all races, creeds, religions, and national origins.

SJMS is an independent school accredited by the **Ohio Catholic School Accrediting Association (OCSAA)**, affiliated with the American Montessori Society (AMS) and the Catholic Diocese of Columbus.

To ensure consideration qualified applicants must submit a cover letter, resume, copy of teaching certificate, and names and phone numbers of three professional references to: Elma G. Pundavela, *Head of School, St. Joseph Montessori School*, 933 Hamlet St., Columbus, OH 43201 or email epundave@cdeducation.org.

No calls please!